

Chapter 5

STUDENT AND STUDENT INSTRUCTORS

Section 1. Student Qualifications. Students enrolled in any course in cosmetology or a related field must be at least sixteen (16) years old and have received at least a tenth grade education or its equivalent.

Section 2. Enrollment Reports. Within ten (10) days of the date any student enrolls, the school shall submit the original enrollment report to the Board, on forms approved by the Board, which shall include the following information:

- (a) The name and address of the school;
- (b) The name and address of the student;
- (c) The date student will commence training;
- (d) Student's date of birth;
- (e) Proof of completion of tenth grade or its equivalent;
- (f) Signatures of student and registrar;
- (g) Proof of Lawful Presence;
- (h) Copy of government issued picture I.D.;
- (i) Social Security Number.

(i) Student hours will not be recorded at the Board office until the completed enrollment form (including all supporting documents) has been received.

Section 3. Student Instructor Qualifications. Prior to enrollment in a school's instructor training course, students must have either graduated from high school or received an equivalency certificate; must have obtained a Wyoming license in cosmetology or related field; and must have practiced cosmetology or a related field in a salon for at least fifty (50) weeks with no less than thirty six (36) hours practice per week.

Section 4. Student Instructor Enrollment. Within ten (10) days of the date any student instructor enrolls, the school shall submit the original enrollment report to the Board, on forms approved by the Board, which shall include the following information:

- (a) The name and address of the school;
- (b) The name and address of the student instructor;
- (c) The date student will commence training;
- (d) Student's date of birth;
- (e) Proof of high school graduation or equivalency certificate;
- (f) Copy of government issued picture I.D.;
- (g) Signatures of the student and registrar;

(h) Proof of work experience as required in Section 3 of this chapter. Proof shall be by notarized statement(s) of employer(s).

(i) Student instructor hours will not be recorded at the Board office until the completed enrollment form (including all supporting documents) has been received.

Section 5. Students and Student Instructors to be Supervised. All students and student instructors shall be under the supervision of a licensed instructor throughout the entire course of instruction.

Section 6. Student Records and Reports

(a) Each school shall keep a daily record of every student's activities which shall be signed by an instructor each day the student attends school. Daily student records are to be kept on the school premises at all times.

(b) On or before the tenth (10th) day of every month, each school shall report the actual number of hours of instruction and practice each student acquired during the previous month to the Board. The actual number of performance credits shall be reported to the Board monthly.

(c) All records and reports shall be made on forms approved by the Board and furnished by the school and shall be made in triplicate, the original report sent to the Board, one copy to the student, and one copy retained by the school. Reports shall be signed by the student and an instructor.

(d) Schools are required to submit the report required by subsection (b) of this section for students who are in arrears in the payment of tuition at the time such report is due. The school shall submit a statement of the arrearage signed by the student and the school owner or representative. Immediately upon settlement of the tuition arrearage by the student, the school shall submit notification that the hours are no longer to be held to the Board. The Board will not approve transfer of any student hours to another school or for an out of state transfer without first confirming with the school that all tuition has been paid.

Section 7. Transfers.

(a) Students may transfer from one school to another upon notification to the Board.

(b) Transfer students from licensed schools in other states or foreign countries having comparable requirements to those of Wyoming will be granted credit for the hours of instruction completed upon furnishing the Board certification of hours from the state's or country's governing board or licensing agency, provided the hours were earned less than five (5) years before transferring.

Section 8. Withdrawals. Within five (5) days of a student's withdrawal from school, the school shall so notify the Board.

Section 9. Reentry.

(a) Reentering students shall be enrolled as provided for in Sections 2 and 4 of this chapter.

(b) Credit for previously earned hours will not be granted to students who have interrupted their studies for a period of five (5) years or more and they shall complete the full hours required to complete the specific course they have enrolled in.

Section 10. Student Practice.

(a) No Student with fewer hours than designated in Chapter 3, Section 3 shall be permitted to practice cosmetology or related fields on patrons and no student instructor shall practice cosmetology or related fields in the school except as is absolutely necessary for instructional purposes.

(b) Students who have satisfactorily completed the basic training and educational requirements of Chapter 3, Section 3 (b), may practice cosmetology or related fields on patrons under the direct supervision of an instructor in a school as part of their course of instruction.